



Town of Sandisfield

Webmaster Job Description

Essential Duties & Responsibilities:

- Self-directed individual needed to manage and perform updates to the Town of Sandisfield website in a timely and efficient manner.
- Must liaise with town officials, employees, board, and committee members to ensure accurate and up to date content.
- Review website structure and content and revise as necessary to maximize value to citizens and stakeholders.
- Any other relevant duties as required.

Requirements:

- Experience in website management preferred.
- Familiarity with Word Press and html desired.
- Familiarity with municipal government a plus.
- Attention to detail, excellent computer and communication skills is a must.

Compensation:

- Annual stipend of \$5,000. Paid quarterly.
- Position to begin July 1, 2022.

Please submit letter of interest and resume to jbeardsley@sandisfieldma.gov or by mail to:

Select Board
Town of Sandisfield
66 Sandisfield Rd, Suite 1
Sandisfield, MA 01255